



**CHAIR: Jill Winslade**

**Management Committee  
Minutes of meeting held at 18:30 on 3 March 2026**

**Present:** Suzanne Whiting, Amie Jordan, Sarana Burris, Emma Phipps-Magill, Colin Poole, Bryan Masters, Wendy Lewis

<b>Agenda item</b>	<b>Discussion overview</b>	<b>Action agreed</b>	<b>Completion/ update on progress</b>
<b>1. Chair's report</b>	Jill reported on incidents reported by Andrea that have occurred involving teenage boys entering the Hall and hiding in various rooms and toilet cubicles. Andrea has recorded the incidents in the log book and spoken with class instructors about being mindful of doors being left open/ ajar whilst their classes are in progress.	<p>Emma to contact Bedwas High School to ask that pupils are reminded about behaviour in and around the Hall.</p> <p>Andrea to send an email to hirers asking them to be mindful of doors being left open.</p> <p>Any incidents should be reported to the Police (via 101 for anti-social behaviour).</p>	Incidents reported to the Police by Andrea.



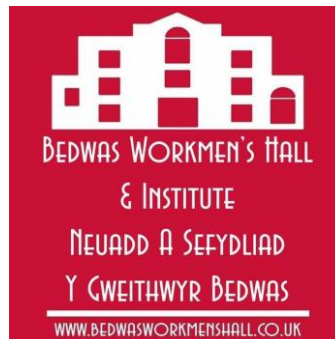
		Suzanne to add 'Security issues' as a standing agenda item in future.	
<b>2. Apologies</b>	Andrea Soulsby, Liz Aldworth, Ann Butler, Adam Birkinshaw-Bird, Charlotte Smith, Amanda McConnell, Lynda Davies, Lisa Phipps		
<b>3. Conflicts of interest</b>	None declared		
<b>4. Minutes of previous meeting and matters arising</b>	Minutes from previous meeting not yet agreed pending updates provided by Andrea and further information required on progress of some actions	Suzanne to update and request information required	Requested 5 March.
<b>5. Reports and updates</b>	<p><b>Treasurer</b>  Accessibility fund = £4,900.85  Refurbishment fund = £32,859.58  General fund = £34,263.87</p> <p>£120 per month now being paid for Microsoft 365 management and support.  £198.72 per year now being paid for 6 business standard Microsoft 365 accounts</p>		Andrea has emailed Mike at Syntech to request the 6 Microsoft business licences are allocated to the 6 officer titled email addresses.



	<p>and 50 basic accounts (the basic accounts are free).</p>		
	<p><b>Volunteers &amp; Staffing</b>  Charlotte circulated a copy of Volunteer Expectation document. The committee asked for a few things to be clarified before it can be signed off.</p> <p>The Committee asked Charlotte to provide information on where all volunteer paperwork and records are kept and how to access them.</p> <p>Adam previously offered to provide data on volunteer hours for use in marketing campaigns – request for this to be picked up.</p>	<p>Clarity requested on the following points in the Volunteer Expectation document:</p> <ul style="list-style-type: none"> <li>● What is meant by ‘consistent attendance’ (under part 7 ‘Attendance &amp; Reliability’)</li> <li>● In part 8 ‘Acknowledgement &amp; Agreement’ should the form be signed by ‘Volunteer’ rather than ‘staff coordinator’ as volunteers are not staff?</li> </ul> <p>Charlotte to advise committee about where volunteer information is stored.</p> <p>Check with Adam on volunteer data.</p>	



	<p><b>Bookings</b> Emma and Sarana asked that the 18 and 20 December be booked provisionally for the children and adult Christmas parties. Also consider if a New Year's Eve party is viable.</p>	<p>Amie to book the Christmas parties for 2026 and to pencil in for 2027.</p> <p>Emma/ Sarana to ask volunteers who would be able to support the Christmas parties and to see what support there would be for a New Year's Eve party.</p>	<p>Sarana has circulated a vote on the Volunteer WhatsApp chat to ask for availability for Christmas events.</p>
	<p><b>Marketing</b> Peter Pan panto has been booked with WIZE for Saturday 5 December.</p>	<p>Jill to check with Lisa who the contract for this event to be sent to.</p>	
<p>6.</p>	<p><b>Training</b> Martyn's Law training undertaken should be recorded to ensure due diligence and for assessment purposes.</p> <p>Following the Safeguarding training on 20 February:</p> <ul style="list-style-type: none"> <li>● Rechargeable batteries (AA) and charger purchased</li> <li>● 'Ask Angela' posters and guidance sheet printed ready for use</li> </ul>	<p>Charlotte to produce written instructions on opening and closing the bar and tills.</p> <p>Lisa to contact the people responsible for maintaining the tills to request that names of volunteers can be used instead of numbers.</p>	



	<ul style="list-style-type: none"> <li>● New adaptor for 'C to 5mm jack' purchased</li> <li>● Written instructions requested for bar and tills opening and closing</li> <li>● Charlotte to undertake safeguarding level 3 training (funded by BTMCC). Committee agreed that she become another designated safeguarding officer</li> <li>● Device needed to play music - Charlotte suggested that she may be able to provide a device for this purpose</li> <li>● Names rather than numbers requested for tills</li> <li>● £174 remains from tips after paying for the Chinese meal for the event</li> </ul>		
7.	<p><b>Storing and publishing documents</b> Clarity is needed about where documents such as policies, volunteer training, minutes etc are stored. There appears to be a 'sharepoint' or intranet via the website but no one knows how this can be accessed. It</p>	Suzanne to check with Annie about 'sharepoint' and training on how to publish onto the website.	Andrea has contacted Mike at Syntech to enquire about how to access 'sharepoint' - this info has been shared with Amie as the Venuehire



	was also agreed that another person should be trained on how to publish the agendas and minutes.		email has been given admin status for sharepoint
<b>8.</b>	<b>Purchase of new defibrillator box</b> Total cost to replace the box of £575 was agreed.	Amanda McConnell to arrange replacement.	Hall agreed to pay 50% of the cost and Annie (Clerk) will invoice the Hall for payment
<b>9.</b>	<b>New booking officer</b> Committee agreed that Amie will be the new booking officer. She has arranged a handover with Annie. It was clarified that whilst Adam and Annie have stepped down from officer roles they will still be members of the committee.		
<b>10. Date of next meeting</b>	Monday 13 April 2026		





